

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SENIOR SYSTEMS ANALYST**

**DEFINITION:**

Under direction, as a project leader, to provide technical supervision over a group of systems analysts or to perform the more difficult and complex tasks in the design, development, implementation, and maintenance of major computer systems in a data base-oriented management information systems environment; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of analysts assigned to major computer systems projects and maintains technical control of such projects;
- Reviews the overall technical quality of staff work including systems design, program listings, and other systems documentation;
- Independently performs difficult and sensitive computer systems development, implementation, and modification projects;
- Develops detailed systems specifications;
- Participates in the development of departmental programming and documentation standards;
- Develops test data and procedures to assure thorough testing of new applications and modifications;
- Develops data base specifications;
- Provides assistance to staff in debugging programs and resolving problems;
- Coordinates activities with other functions of the Data Processing Department;
- Maintains liaison with computer systems users;
- Provides training to staff;
- Provides input on employee performance reviews.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree with major work in Data Processing, Information Science, Public or Business Administration, Industrial Engineering, Accounting, or a closely related field; **AND** four years of experience in applications systems analysis, design, and programming, including a minimum of two years in an ANS COBOL, JCL, OS/VS environment. Additional related experience may be substituted for education lacked on a year-for-year basis.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.